

LUNENBURG HOUSING AUTHORITY
MINUTES OF THE MONTHLY MEETING

August 20, 2015

Members Present: Elizabeth Murphy, Chair
Deborah A.H. Christen, Vice Chair
Amaryllis Leet, Member
Caroline Fortin, Member

Also Present: Peter Proulx, Secretary
Denise Ivaldi, Recording Secretary

Members Absent: Paul Doherty, Member

Resident Participation prior to meeting:

- Board member asked about possibility of installing a power/automatic door to the community room. They witnessed a tenant having difficulty with the door. *The E.D. will look into this.*
- Thank you for light bulb, asked for one, everything lit up now.
- When will windows be fixed so they don't leak, water coming in (lost curtains). *The E.D. informed tenants that this was due to ice dams. Roofs and windows should be fine, water could be from the ice dams.*
Resident/Apt A-1 asked about replacing the large windows. *The E.D. noted this item will be in next year's Capital Improvement Plan; he will ask DHCD to take a look.*
- Do we have to pay for pets? *The E.D. stated there was a pet deposit and 40 pound maximum for dogs.*
Snakes/reptiles allowed? *The E.D. will check into this.*
Dogs as service animals be larger? *The E.D. stated yes, with certification.*
- How many parking spaces per unit? One resident uses 3 spaces.
The E.D. stated one vehicle per unit; he will look into resident that parks both a car (#20) and a motorcycle, also has a friend that parks on property.
- Please trim bushes at front door. *The E.D. will talk with Tony to have bushes trimmed as needed.*

- Who cleans community room? *The E.D. replied maintenance cleans the day before the meeting; he will discuss with Tony/Keith about cleaning community room on regular basis.*
- Alarms went off – waited 15-20 minutes, then called 911. Was carbon monoxide alarm, told to leave unit; needed new battery.
- Dumpster – top left open, people not bagging trash, side doors can't always be opened. *The E.D. will look into.*
- Keith said he would ask for new dumpster. Didn't pick up for 4-5 days, smells. Can it be cleaned? Smelly trail when truck leaves too. *Peter – yes, cleaned once a year.*
- Vent behind stove. Took down to clean, can't clean it. *The E.D. asked tenant call the office for a work order, will send Keith.*

1. The Chair declared a quorum present and opened the meeting at 6:40 p.m.

2. The minutes of the May 21, 2015 meeting were presented; amended to change last line in Section 4. Financial Report “Paul Doherty made a motion” (from “Motion made a motion”). Elizabeth Murphy made a motion to accept the minutes with amendment; Caroline Fortin seconded. All were in favor, the motion passed unanimously.

3. The Executive Director Report:

A. MART is adding a stop at Pearl Brook.

B. Board member training – the Inspector General office will hold the training

on a Monday or Friday from 8 a.m. to 2 p.m. We have asked them to come to Leominster; at least one board member from each housing authority will have to attend (starting in November).

C. Leominster has leased an additional 1500 sq. ft. of office space at 90 Main St. The Finance and Leased Housing Departments will move into this space; we will also gain 10 parking spaces.

D. With the move, two apartments currently being used for office space will be converted to fully accessible units.

E. Sterling Housing Authority held a cookout for its residents on Saturday, July 18th, it was well attended.

F. Fitchburg has adopted a smoke-free policy which will be effective September 1st at three elderly developments. Residents will not be able to smoke on their balconies.

4. Financial Report (June/July):

- A. Reserves are at 67%. Incredible, moving up quickly.
- B. We may want to think about purchasing an emergency generator through reserves or year 3 of capital funding.
- C. Remodeling kitchen sink, faucet, cabinets. Also hall carpets if a tripping hazard.
- D. Page F3 – Bottom line is \$10,222. Utilities are over by \$10,000.
- E. We have no vacancies at this time.

Caroline Fortin asked how often the CIP is submitted. The E.D. replied every year. He will send a copy of the current CIP to the board members. The E.D. noted we went out to bid for ice melt.

Elizabeth Murphy asked what the Administrative Other included. The E.D. replied it was a hodge podge of everything, paper, etc. He will send a list of breakdown to the Chair, noted half way through the year we spent \$6,000.

Deborah Christen made a motion to accept the financials. Elizabeth Murphy seconded; all were in favor.

5. Facilities Report:

No report this month, the E.D. apologized.

Elizabeth Murphy made a motion to adjourn the meeting at 7:05 p.m. Amaryllis Leet seconded, all were in favor, and the meeting was adjourned.